

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time ☐ Permanent Intermittent ☐ Limited-term (Temporary) Length ____ ☒ Formal Training and Development Assignment

Position Title: Accounting Officer (Specialist)

Classification: Accounting Officer(Specialist)

Location Sacramento, Central Office

Section/Unit: Acctg & Financial Resources

Salary Range: \$3,841 - \$4,670

Number of Vacancies: 3

Job Description: (includes typical duties)

Under the general direction of an Administrator, the Accounting Officer performs professional accounting duties in the establishment and maintenance of accounts and financial records for the Franchise Tax Board. Typical duties include preparing, reviewing and analyzing of Invoices, reconciling funds and accounts and researching and resolving account discrepancies.

Required Knowledge, Skills, Abilities:

- * Ability to apply general and state fund accounting principles and procedures
- * Ability to use good judgment when analyzing situations, draw sound conclusions and take effective/appropriate actions
- * Excellent attendance, organization and strong communications skills (written and oral)
- * Ability to research, analyze data
- * Ability to prepare clear, complete, and concise reports
- * Excellent interpersonal skills and ability to get along with others in a team environment
- * Ability to follow prescribed procedures, complete tasks and meet deadlines
- * Ability to maintain flexibility and adapt to changing priorities

Desirable Experience/Qualifications:

- * Automated accounting systems and PC software
- * Familiarity with CalSTARS
- * Familiarity with CalATERS
- * Fund Accounting Experience

Mail or hand deliver your application by: October 24, 2008

Contact Person: Michelle Moody

Telephone Number: (916)845-7296

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Michelle Moody

Special Instruction: **FTB Employees Hand Deliver or Route To** Michelle Moody **at M/S A361**

****IMPORTANT NOTICE** AS REQUIRED BY THE DEPARTMENT'S RULES OF CONDUCT, ALL EMPLOYEES OF THE FRANCHISE TAX BOARD (FTB) MUST BE IN COMPLIANCE WITH THE CALIFORNIA REVENUE AND TAXATION CODE. DURING THE BACKGROUND INVESTIGATION PORTION OF THE HIRING PROCESS, FTB WILL REVIEW RETURN INFORMATION TO VERIFY CALIFORNIA STATE INCOME TAX COMPLIANCE. ANY FAILURE TO COMPLY WITH THE CALIFORNIA REVENUE AND TAXATION CODE MAY PREVENT YOU FROM BEING HIRED AT FTB. IF YOU THINK YOU MAY HAVE ANY POTENTIAL TAX COMPLIANCE ISSUES, PLEASE CALL 1-800-852-5711 TO RESOLVE THEM PRIOR TO SEEKING EMPLOYMENT WITH FTB.**

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.